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Approved For Release 1999/08/30 : CIA-RDP78-05256A000100020002-0

MEMORANDUM

TO:

FROM:

SUBJECT: Delinquent Advance Account

1. According to Headquarters' records, an accounting for advances was due from you _____. To date no accounting has been received at Headquarters.

2. As you are aware, accountings must, in most cases, be submitted once monthly. Accountings for longer periods are difficult for the individual to prepare, and the long retention of documents in the field constitutes a security hazard. Further, delay in submitting accountings often ends in a loss of records and a resultant personal loss to the individual. Even where no expenses have been incurred, your acknowledgment of receipts of funds and your statement of advances and transfers to other persons are necessary for the completion of the accountings of Headquarters and field personnel with whom you may have had dealings.

3. Therefore, whether or not any expenditures have been made, it is requested that you submit an accounting immediately. In this accounting show all cash receipts; expenditures, if any; advances to other persons, if any; and your actual cash balance on hand. Travel claims should, of course, be accompanied by an itinerary. All available receipts should be forwarded or reason for failure to forward should be given.

4. Apprompt reply is requested.

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